

## Complete Streets Committee

### Minutes of April 8, 2013 Meeting

In attendance: Beth Emery, Pam Frost, Ron Krom, Cindi Perugini, Kate Wolfe, Susan Oehl, Brian Kent (Kent-Frost), Jen Kleindienst

Co-chair Beth Emery conducted the meeting in lieu of John Hall's absence.

Beth thanked Brain Kent for all his hard work and an excellent presentation to the Economic Development Commission.

Discussion took place regarding the Master Plan presentation by Brian Kent for the EDC meeting which was held prior to the committee meeting. The EDC members were extremely supportive of the Complete Streets initiative and put their stamp of approval on the basic concept of the Master Plan. They expressed a desire to know what the next steps were to get the plan in motion. The committee determined it was important to have answers to questions asked by the EDC members so that a comprehensive report can be given to the Common Council on June 3, 2013. Some questions related to: funding sources; what needs to be done to implement the plan; who will gather statistical data and launch events. Also an interest was expressed in the area of MacDonough School for the Safe Routes to School Program (SRTS). It was agreed the committee must have many questions answered and some solid strategies in place for the Council presentation.

For many reasons Brain suggested we begin with MacDonough School as our first project priority; EDC members expressed an interest, funding is available through the SRTS Program, and there is a lot of foot traffic during the school year for a baseline count to be conducted. He further suggested the committee members continue to be active with liaison efforts with other municipal agencies: Public Works, Parks and Recreation and Public Safety to name a few.

Pam Frost reported the information for the logo has been forwarded to the proper Professor at Middlesex Community College and something should be ready for the next meeting.

**Action Plan:** Howard Reid and Ron Krom drafted an action plan, however most of those present at the meeting did not have ample time to review the contents. Ron stated it's only a draft and open for input. Beth thanked them for their work and determined committee members would review the action plan and provide feedback at the next meeting. Members should be considering what goals best fit their expertise and/or interest.

Beth stated committee members will be meeting with school administrators on May 21, 2013 to discuss SRTS Program and their support in the Complete Streets initiative. Possibly with the assistance of the school personnel a Complete Streets event may be scheduled prior to the end of this school year in June. They will report at the next meeting.

Beth stated she received a letter from Sharon O'Keefe, coordinator for the Middletown SRTS Program; she expressed an interest in getting involved with the Complete Streets Program.

#### **Bike and Pedestrian Baseline Traffic Measurement:**

When: suggestions:

- Bike/Walk to work week
- International Bike/Walk to School Day October 2013

Where: suggestions:

- Newfield Street in the vicinity of the school
- Downtown area
- Saybrook Road
- Macdonough School area
- New Wesleyan trail area

Agenda for next meeting:

- Feedback on Action Plan
- Discuss strategy for Common Council meeting: maybe divide certain issues; safety, health, environment to be presented by different members.
- Baseline Count: date, time, locations, data to collect, forms, media announcement, Parks and Recreation website, gather volunteers